



## PayInfo Tips

### How Do I Change My Password?

Click on Change Password. The **Change Password** page is displayed. Type in a new password that is 8 to 15 alphanumeric characters. Retype it in the Confirm box. Click on Change Password. Then click on Continue to view the **PayInfo News** page.

### What If I Forget My Password?

If you forget your password, contact your PayInfo Administrator who will reset your password to your default password. Then, follow the **My Default Password** instructions the next time you log in to PayInfo.

### How Do I Print My Payroll Remittance Advice?

Printing your remittance advice is easy. Use your browser's print button. **Before you print**, set the left and right margins of your print page to .25. This ensures that the full page is printed.

### What If I Change Departments?

If you have worked at more than one department in the last year, a dropdown list of the departments you worked at is also displayed on the **Welcome to PayInfo** page. You can view information from either department by selecting it from the dropdown list.



## Browser Requirements

PayInfo is best viewed with the latest version of Internet Explorer. Security on this site requires your browser to have at least 128-bit encryption.

The **"Allow per-session cookies"** or **"Cookies Enabled"** setting on your browser must be activated.

## Want More Information?

Check out our online FAQs. For general navigation questions, call your PayInfo Administrator (or designee) with specific questions about your check and/or a password reset.



## Office of the Comptroller Commonwealth of Massachusetts



One Ashburton Place, 9th Floor  
Boston, MA 02108  
Phone: 617-973-2468  
Fax: 617-727-2163  
<http://www.mass.gov/osc>  
[comptroller.info@state.ma.us](mailto:comptroller.info@state.ma.us)

Printed on Recycled Paper



# PayInfo

*Go Green!*



PayInfo provides Commonwealth employees with pay advice over the web 24 hours a day, 7 days a week.

**Enroll Now!**

**[www.mass.gov/osc](http://www.mass.gov/osc)**



## What Is PayInfo?

PayInfo is a web-based tool for Commonwealth employees to access payroll information through the Internet. PayInfo is accessible using a PC with an Internet connection. It is available **24 hours a day, 7 days a week**.

Commonwealth employees now have the flexibility of accessing their payroll information at a time and place **convenient** to them, whether at home or work. Generally, the current pay period information is updated the day prior to your funds being available.

PayInfo has been designed and developed by Commonwealth employees with extensive input from fellow employees.

We know what's important to you – your **social security number** and **bank account number** are **NOT** resident in this application.

You must know both your employee number and a password that **you select** to view your payroll information.

Additional security is provided by encrypting **all of the information** over the Internet. It only becomes clear on your PC after you enter your employee number and password.

## How To Use PayInfo

Use these instructions to log in, change your password, and navigate through PayInfo. Please review before using PayInfo for the first time.

### How to Log in to PayInfo

Go to **www.mass.gov/osc** and click on **"PayInfo"** in the **Online Services** box.

The **PayInfo Login** page is displayed.

In the **User ID** box, type your employee number, which you can find on your HR/CMS remittance advice.

In the **Password** box, type your password. Your default password will be supplied by your department PayInfo Administrator. Press Login.

When you click on Login, the **Change Password** page is displayed.

**NOTE:** The **first time** you access PayInfo you are required to change your default password to something only you know. If you forget your password, your department PayInfo Administrator can reset it.

Type a new password that is 8 to 15 alphanumeric characters. (Special characters, such as \*, &, %, and \$ are not allowed.) Retype it in the **Confirm** box. A password change confirmation message is displayed.

## Welcome to PayInfo!

Here you are offered the option to continue to the **Graphic version** or continue to the **Text version** for those using a screen reader.

### My Pay Advice

The four latest pay periods are summarized. Click on **Date** button for the full remittance advice. The page displayed is the same as your paper payroll remittance advice EXCEPT your **bank account number** in the direct deposit distribution box is not displayed.

You also have the opportunity to choose to go paperless now. Once you have tried PayInfo you'll agree there is no need to print.

### PayInfo is Secure

Remember! PayInfo is safe, secure, and always available.

The role of your PayInfo Administrator (or designee) is to reset your password. NO ONE else can do it. But you can change your password whenever you want.

#### **Only you can view your information.**

- ◆ Your social security number does not appear.
- ◆ Your bank account number(s) does not appear.
- ◆ You have a unique employee number and your password is selected by you.



### Go Green!

*Did you know if all Commonwealth employees suppress paper advices, we would save 240 trees a year?*

